



# Town of Buckeye Human Resources Department JOB POSTING

## 097-06 POLICE OFFICER – PART TIME

**NUMBER OF VACANCIES:** 2

**DEPARTMENT:** Police

**PAY GRADE:** 57 Non-Exempt

**DAYS & HOURS WORKED:** Requires working rotating shifts

**TYPE OF POSITION:** Part-Time

**POSTING DATE:** September 13, 2006

**WORK LOCATION:** 110 N. Apache Rd.

**SALARY RANGE:** \$21.04 - \$31.08 per hour

**POSITION CLOSES:** Wednesday, October 11, 2006 at 5:00 pm

☐ Internal Only

☒ Internal / External

### Application Process

All interested persons must submit a completed and signed Town of Buckeye job application to the Town of Buckeye Human Resources Department no later than 5:00 p.m. on the closing date at:

508 E. Monroe Avenue

Buckeye, AZ 85326

Telephone: (623) 349-6250

Fax: (623) 349-6270

TDD (For the hearing impaired only): (623) 349-6400

The Town job application can be completed online at our Town website [www.buckeyeaz.gov](http://www.buckeyeaz.gov) by clicking on the "Job Opportunities" menu or obtain an application from Human Resources Department. We are an equal opportunity employer.

**GENERAL PURPOSE:** Under general supervision, performs standard police work in the protection of life and property through the enforcement of laws and ordinances, generally consisting of routine patrol, preliminary investigations and traffic regulation duties.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Patrols and provides security for assigned areas, looking for unusual or suspicious activities or persons; provides scene security and protection for Fire and Medical personnel.
- Patrols the Town to respond to citizens' requests for assistance, enforce traffic regulations, detect crime, apprehend violators, and ensure public safety.
- Maintains vehicle and equipment according to Department standards.
- Enforces local, state and Federal laws, and Municipal Code.
- Responds to emergency and non-emergency calls for service; interrogates and communicates with victims, witnesses and suspects in cases.
- Completes detailed reports and required paperwork.

(Job posting continues on back and/or next page.)

- Arrests law violators; transports and processes suspects, victims and prisoners; serves arrest and search warrants; serves and enforces orders of protection.
- Represents the Town Police at court hearings; prepares reports and testifies in court cases.
- Investigates crimes and accidents as required; secures and processes crime and accident scenes; identifies and collects evidence.
- Presents education and information through community and school awareness projects; counsels citizens on law enforcement activities, programs and referral resources.
- Assists other Police personnel, outside organizations and businesses, and Federal, state and local law enforcement organizations.
- Maintains the integrity, professionalism, philosophies, attitudes, and values of the Police Department by assuring that all rules and regulations are followed.
- May work special assignments such as Special Investigations, Training Officer, Planning or School Resource Officer.
- Performs other duties as assigned or required.

## **MINIMUM QUALIFICATIONS:**

### **Education and Experience:**

High School diploma or GED equivalent, and MUST possess current Arizona POST certification.

### **Necessary Knowledge, Skills and Abilities:**

- Knowledge of Police Department General Orders, policies and procedures.
- Knowledge of Town, county, state and Federal laws, regulations and ordinances.
- Knowledge of the geography of the Town and surrounding areas, and the location of important buildings and landmarks.
- Knowledge of the criminal justice and court systems, procedures and protocols.
- Knowledge of investigative procedures, and protocols for observation of critical details.
- Knowledge of hazardous chemicals and materials, first aid and CPR.
- Knowledge of basic criminal law, including the apprehension, arrest, and custody of persons committing misdemeanors and felonies, and the preservation and presentation of evidence in traffic and criminal cases.
- Knowledge of the principles of record keeping and records management.
- Skill in interpreting laws and regulations, making independent decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Skill in exercising controlled discretion in communicating with criminal suspects, and mediating difficult situations.
- Skill in gathering and evaluating facts and evidence, drawing logical conclusions and making proper recommendations.
- Skill in using and maintaining a variety of firearms and special law enforcement equipment.
- Skill in operating motor vehicles during emergency, high-risk situations.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in operating a personal computer and software applications.
- Skill in following and effectively communicating verbal and written instructions.

**Special Requirements/Information:** Must possess current Arizona Peace Officer Standards and Training (POST) certification; must possess State of Arizona Driver's license, and clear criminal record. Not eligible to participate in Public Safety Personnel Retirement System. Must successfully complete a Physical Fitness Test conducted by the Town of Buckeye. Requires working rotating shifts.

**Physical Demands / Work Environment:** Work is performed outdoors and in various law enforcement facilities; must maintain a level of physical fitness to meet Department standards.

**Reports To:** Police Commander

**Supervision Exercised:** None

**FLSA Status:** Non-exempt